

**Office of Academic Affairs and Provost
Academic Personnel Process for the Health Sciences
School of Medicine and School of Public Health and Tropical Medicine**

1. **Tenure Track Faculty**

a. **General Routing Information:**

- i. In the beginning of the academic year, each school will notify the Associate Provost for the Health Sciences of all tenure and tenure-track faculty that are scheduled for career review in the beginning of the academic year. This will include candidates with scheduled third-year reviews and reviews for promotions and tenure decisions.
- ii. In addition, an *estimate* of the number of anticipated tenure track appointments at assistant professor level will be provided to the Associate Provost for the Health Sciences.

After review at the departmental and school levels, all appointments and promotions to *associate and full professor* ranks will be routed to the Provost's office for review and approval. The school will provide written notification (along with the faculty member CV) to the Provost's office of all appointments at the rank of Assistant Professor.

- iii. All files/dossiers submitted to the Provost's Office via Interfolio will be logged into the "Health Sciences Faculty Tracking Database" by the Provost's Office staff.

b. **Third-year Career Reviews will be reviewed by the Provost**

- i. Faculty files will be submitted to the Provost's Office via Interfolio at least 6-8 weeks in advance of the anniversary date deadline to allow for appropriate review and to deal with any issues that may be identified in the review process.

ii. **Positive Review**

After the review is completed by the Provost, the Provost will provide a summary outlining strengths and opportunities for improvement of the candidate to the Dean and Senior/Associate Dean for Faculty Affairs of the appropriate school. A composite 3rd year review document summarizing each file where the Provost endorses the recommendation of the School's appointment, promotion and tenure committee and the Dean will be forwarded to the Dean and Senior /Associate Dean for Faculty Affairs. This will be done periodically throughout the year to accommodate different start dates of tenure track faculty.

iii. **Negative or Contrary Review**

1. If there are cases where there is variance between the recommendations of the School's appointment, promotion and tenure committee, the Dean and the Provost, (which cannot be resolved), a separate document will be forwarded to the Dean's attention.
2. Additional information may be requested from the Chair of the appointment, promotion and tenure committee, the Dean, and/or his/her designee
3. A follow up meeting with the appointment, promotion and tenure committee may be scheduled to discuss the issues.
4. If the outcome is negative, a separate document summarizing the concerns and confirming the timing of the terminal year will be forwarded to the Dean's attention with copy to the Chair of the appointment, promotion and tenure committee.

c. **Appointments and promotions to the rank of Associate and Full Professor with and without tenure will be reviewed by the Provost**

i. ***Positive Review***

Appointment

1. Once approved by the Provost (indicating the appointment was approved), the file will be updated in Interfolio.
2. The Associate Provost for the Health Sciences, or his/her designee, will notify the Dean and/or the Chair of the appointment, promotion and tenure committee of the relevant school via email of the review results.
3. The Provost's Office staff will notify the sender that the review has been completed and the file has been updated in Interfolio. The staff will update the Health Sciences Faculty tracking database to indicate the review has been completed and relevant parties notified.

Promotion

1. Once approved by the Provost (indicating the promotion was approved) the file will be updated in Interfolio
2. The Associate Provost for the Health Sciences or his/her designee will notify the Dean and/or the Chair of the appointment, promotion and tenure committee of the relevant school via email of the review results.
3. The Provost's Office staff will notify the sender that the review has been completed and the file has been updated in Interfolio. The staff will update the Health Sciences Faculty tracking database to indicate the review has been completed and relevant parties notified.
4. Approximately one week after notifying the school, the Provost will send a letter to the candidate with copy to the Dean, the Chair of the appointment, promotion and tenure committee, and candidate's Department Chair recognizing the faculty member's significant achievements and confirming the title and tenure status.

ii. ***Inconclusive Review/Preliminary Decision***

Appointment

1. The Associate Provost for the Health Sciences will communicate via telephone or email with the Chair of the appointment, promotion and tenure committee, the Department Chair, and/or Dean as necessary regarding the concerns about the requested appointment.
2. The Chair of the appointment, promotion and tenure committee, Department Chair and / or Dean will have the opportunity to provide additional information in support of the appointment. Additional information regarding the file will be uploaded to Interfolio and then presented and discussed with the Provost.
 - a. If all concerns are addressed and the appointment request deemed appropriate, the file will be handled like a positive review (see I.b.iii).
 - b. If the Provost does not find that the information presented supports the requested appointment, the file will be handled as a negative review (see I.c.iii).

Promotion

1. The Provost will contact the Dean initially by phone and follow-up with a letter to the Dean with cc to the Chair of the appointment, promotion and tenure committee outlining the shortcomings and the opportunity to respond to the concerns.

2. If the Dean requests reconsideration of the decision, the Dean will coordinate with the Chair of the appointment, promotion and tenure committee and the candidate's Department Chair to address the concerns. If desired, the Provost will arrange to meet with the P&T Committee as a whole to discuss the case.
3. If additional information is provided, it will be reviewed by the Provost and a decision rendered regarding promotion or tenure as appropriate.
4. If after 10 business days from receipt of the preliminary decision letter, the Dean does not request reconsideration of the decision or does not respond, the preliminary decision will be final (see Negative Review I.c.iii). The Associate Provost for the Health Sciences will follow up to confirm receipt of the preliminary decision letter.

iii. *Negative Review*

Appointment

1. The Associate Provost for the Health Sciences will contact the Dean and the Chair of the appointment, promotion and tenure committee via telephone or email to inform that the appointment has not been approved as requested.
2. The Provost's Office staff will notify the sender that the file has been updated in Interfolio and will update the tracking database to indicate the file has been returned and relevant parties notified.
3. Upon receipt of a revised file via Interfolio, the Provost will review the file and make a final determination regarding approval.

Promotion If the results of the review are negative and promotion and/or tenure are not granted to the candidate,

1. The Provost will contact the Dean to inform him/her of the decision. If the negative decision is contrary to the Dean's request, the routing form will not be signed. If the routing form indicates a negative decision, the Provost will sign the routing form confirming agreement with the negative decision.
2. The Provost will prepare the final decision letter to the candidate denying the proposed promotion and provide the letter to the Dean.
3. The Provost's Office staff will notify the sender that the file has been updated in Interfolio will update the Health Sciences faculty tracking database to indicate the review has been completed, the revision decision, and relevant parties notified.
4. The Dean will give the letter to the candidate and discuss the results of the review.
5. The Dean will notify the Provost that the candidate has been informed of the decision and has received the letter denying the promotion within 10 business days. If there are extenuating circumstances, such as the faculty member being out of the country, the Dean will notify the Provost and an alternative time-line will be agreed to and confirmed.
6. If a meeting between the Dean and the faculty member cannot be arranged within a reasonable, specified time period, the Dean's office will send notification to the faculty member by means of a certified letter and/ or via email (by means of a pdf format of the letter with a requested electronic receipt).

2. **Research, Clinical and Education Track Faculty-Non-tenure series**

a. **General Routing Information**

- i. After review at the departmental and school levels, all appointments and promotions to associate and full professor ranks will be routed to the Provost's office for review and approval.
- ii. The school will provide written notification monthly to the Provost's office of all appointments at the rank of Assistant Professor. All files/dossiers submitted to the Provost's Office via Interfolio will be logged into the "Health Sciences Faculty Tracking Database" by the Provost's Office staff.

b. **Appointments and promotions to the ranks of Associate and Full Professor will be reviewed by the Provost.** During the review, the Provost may request additional information to supplement or clarify the faculty member's file.

i. ***Positive Review*** **Appointment**

1. Once approved by the Provost, the file will be updated in Interfolio. The Associate Provost for the Health Sciences, or his/her designee, will notify the Dean and/or the Chair of the appointment, promotion and tenure committee of the relevant school via email of the review results.
2. The Provost's Office staff will notify the sender that the file has been updated in Interfolio and will update the tracking database to indicate the review has been completed and relevant parties notified.

Promotion

1. Once approved by the Provost (indicating the promotion was approved) the file will be updated in Interfolio. The Associate Provost for the Health Sciences will notify the Dean and/or the Chair of the appointment, promotion and tenure committee via email of the review results.
2. The Provost's Office staff will notify the sender that the review has been completed and the file has been updated in Interfolio. The staff will update the Health Sciences Faculty tracking database to indicate the review has been completed and relevant parties notified.

ii. ***Inconclusive Review/Preliminary decision*** **Appointment**

1. The Associate Provost for the Health Sciences will communicate via telephone or email with the Chair of the appointment, promotion and tenure committee, the Department Chair, and/or Dean as necessary regarding the concerns about the requested appointment.
2. The Chair of the appointment, promotion and tenure committee, Department Chair and / or Dean will have the opportunity to provide additional information in support of the appointment. Additional information regarding the file will be presented and discussed with the Provost.
 - a. If all concerns are addressed and the appointment request deemed appropriate, the file will be processed as a positive review (see 2.b.i).

- b. If the Provost does not find that the information presented supports the requested appointment, the file will be processed as a negative review (see 2.b.iii).

Promotion

1. The Provost will contact the Dean initially by phone and follow-up with a letter to the Dean with cc to the Chair of the appointment, promotion and tenure committee Chair outlining the shortcomings and the opportunity to respond to the concerns.
2. If the Dean requests reconsideration of the decision, the Dean will coordinate with the Chair of the appointment, promotion and tenure committee and the candidate's Department Chair to address the concerns. If desired, the Provost will arrange to meet with the appointment, promotion and tenure committee as a whole to discuss the case.
3. If additional information is provided, it will be reviewed by the Provost and a decision rendered regarding promotion or tenure as appropriate.
4. If after 10 business days from receipt of the preliminary decision letter, the Dean does not request reconsideration of the decision or does not respond, the preliminary decision will be final (see Negative Review 2.b.iii). The Associate Provost for the Health Sciences will follow up to confirm receipt of the preliminary decision letter.

iii. *Negative Review*

Appointment

1. The Associate Provost for the Health Sciences will contact the Dean and the Chair of the appointment, promotion and tenure committee via telephone or email to inform that the appointment has not been approved as requested.
2. The Provost's Office staff will notify the sender that the review has been completed and the file has been updated in Interfolio. The staff will update the Health Sciences Faculty tracking database to indicate the review has been returned and relevant parties notified.
3. Upon receipt of a revised file, the Provost will review the file and make a final determination regarding approval.

Promotion: If the results of the review are negative and promotion is not granted to the candidate,

1. The Provost will contact the Dean to inform him/her of the decision; the routing form will not be signed.
2. The Provost will prepare the final decision letter to the candidate denying the proposed promotion and provide the letter to the Dean.
3. The Provost's Office staff will notify the sender that the review has been completed and the file has been updated in Interfolio. The staff will update the tracking database to indicate the review has been completed and relevant parties notified.
4. The Dean or his/her designee will give the letter to the candidate and discuss the results of the review.
5. The Dean will notify the Provost that the candidate has been informed of the decision and has received the letter denying the promotion within 10 business days. If there are extenuating circumstances, such as the faculty member being

out of the country, the Dean will notify the Provost and an alternative time-line will be agreed to and confirmed.

6. If a meeting between the Dean and the faculty member cannot be arranged within a reasonable, specified time period, the Dean's office will send notification to the faculty member by means of a certified letter and/ or via email (by means of a pdf format of the letter with a requested electronic receipt).

3. Track Change Requests and Notifications

General Routing Information:

- a. School of Medicine: In the role of SVP for Health Sciences, the Dean of the SOM will approve track changes for faculty in the SOM. After review and approval at the departmental, school, and dean levels, notifications regarding track changes at all ranks (instructor, assistant, associate and full professors) must be routed to the Provost's office via Interfolio.
 - i. For change from tenure track to non-tenure track, a notification of the change will be routed to the Provost and the Health Sciences Faculty database will be updated by the staff in the Provost's office.
 - ii. For change from non-tenure to tenure track, a notification of the change will be routed to the Provost and the Health Sciences Faculty database will be updated by the staff in the Provost's office.
- b. School of Public Health and Tropical Medicine: After review and approval at the departmental, school, and dean levels, all requests regarding track changes at all ranks (instructor, assistant, associate and full professors) must be routed to the Provost's office via Interfolio for review and approval. For change from tenure track to non-tenure track or from non-tenure to tenure track, all requests will be routed to the Provost for review and approval. The Health Sciences Faculty database will be updated by the staff in the Provost's office.
 - i. **Positive Review**
 1. Once approved by the Provost the file will be updated in Interfolio. The Associate Provost for the Health Sciences, or his/her designee, will notify the Dean and/or the Chair of the appointment, promotion and tenure committee of the relevant school via email of the review results.
 2. The Provost's Office staff will notify the sender that the file has been updated in Interfolio and will update the tracking database to indicate the review has been completed and relevant parties notified.
 - ii. **Inconclusive Review/Preliminary decision**
 1. The Associate Provost for the Health Sciences will communicate via telephone or email with the Chair of the appointment, promotion and tenure committee, the Department Chair, and/or Dean as necessary regarding the concerns about the requested track change.
 2. The Chair of the appointment, promotion and tenure committee, Department Chair and / or Dean will have the opportunity to provide additional information in support of the track change. Additional information regarding the file will be presented and discussed with the Provost.
 - a. If all concerns are addressed and the track change request deemed appropriate, the file will be processed as a positive review (see 3.b.i).
 - b. If the Provost does not find that the information presented supports the requested track change, the file will be processed as a negative review (see 3.b.iii).

iii. *Negative Review*

4. The Associate Provost for the Health Sciences will contact the Dean and the Chair of the appointment, promotion and tenure committee via telephone or email to inform that the track change has not been approved as requested.
5. The Provost's Office staff will notify the sender that the review has been completed and the file has been updated in Interfolio. The staff will update the Health Sciences Faculty tracking database to indicate the review has been returned and relevant parties notified.
6. Upon receipt of a revised file, the Provost will review the file and make a final determination regarding approval. If a revised file is not submitted, the decision will be recorded as final.